

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221  
E-mail [bc\\_county\\_board@co.brown.wi.us](mailto:bc_county_board@co.brown.wi.us)

### **EXECUTIVE COMMITTEE**

Mary Scray, Chair  
Guy Zima Vice Chair  
Tom Lund, Bernie Erickson  
John Vander Leest, Andy Nicholson, Patrick Evans

**EXECUTIVE COMMITTEE**  
**Wednesday, September 9, 2009**  
**6:00 p.m.**  
**Room 200, Northern Building**  
**305 E. Walnut Street**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of August 17, 2009.

### **Comments from the Public**

#### **Communications**

1. Communication from Supervisor Scray re; Review BC requirements of ID when applying for any Social Services from the County. Discuss the possibility of making Brown County requirements of ID stricter to prevent fraud. (Referred from August County Board)
2. Communication from Supervisor Nicholson re: Request to develop a county policy for all departments that if a County resident is involved with County Business that customer service is a top priority. (Referred from August County Board.)
3. Communication from Supervisor Warpinski re: To amend Chapter 2.04(1)(d) of the Brown County Code to strike and replace the word "secret" with the word "open". (Referred back to Executive Committee as per August County Board.)
4. Communication from Supervisor La Violette re: Propose that the County Board Chair, Vice-Chair and members of the Executive Committee develop both a timeline and strategies for dealing with the 2010 budget focused on effective, efficient, and transparent principles that would be inclusive and respectful of all participants. (Held for one month.)

#### **Legal Bills**

5. Review and Possible Action on Legal Bills to be paid.
6. Reconsideration of Davis-Kuelthau bills. (Held for one month.)

#### **Reports**

7. County Executive Report.
  - a. Budget Status Financial Report for July 31, 2009.
  - b. Request for Budget Transfer (#09-59): Interdepartmental Transfer: Request to cover the 2008 Executive deficit in the amount of \$1,270.

8. Labor Negotiator Report.
9. Internal Auditor Report.
  - a. Budget Status Financial Report for July 31, 2009.
  - b. Other.
10. Board Attorney Report.

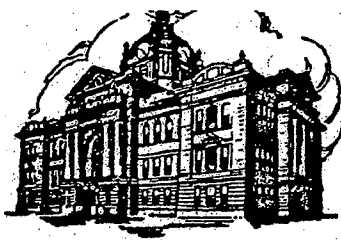
**Resolution, Ordinances**

11. Ordinance re: to Repeal and Re-Create Section 3.14 "Budget Transfer" of the Brown County Code. (*Motion at Admin Committee was to Approve.*)
12. **Closed Session:** Pursuant to sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating the purchasing of public properties requiring a closed session due to competitive or bargaining reasons.
13. **Closed Session:** Pursuant to sec. 19.85(1)(c), Wis. Stats., considering compensation data of a public employee over which Brown County has jurisdiction or exercises responsibility.
14. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



**BROWN COUNTY  
BOARD OF SUPERVISORS  
COURT HOUSE  
GREEN BAY, WISCONSIN**

**BROWN COUNTY BOARD OF SUPERVISORS**

Meeting Date: 8/19/09

Agenda No. :

Motion from the Floor

I make the following motion:

Review ~~Be~~ Requirements of ID When applying  
for any Social Services from the County.

Discuss the possibility of making Brown County  
Requirements of ID stricter to prevent Fraud

Signed: 

District No. : 230

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY  
BOARD OF SUPERVISORS  
GREEN BAY, WISCONSIN

Meeting Date:

8/19/09

Agenda No.:

Executive

Motion from the Floor

I make the following motion:

Request to develop a county policy for all  
depts/ that if a County resident is involved with  
County Business that customer service is a top  
priority

Signed:

*[Signature]* #3

District No.

#3

(Please deliver to County Clerk after motion is made for recording into minutes.)

August 19, 2009

**TO THE MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on August 17, 2009 and recommends the following motions:

1. Communication from Supervisor Vander Leest re: Request for each Standing Committee to forward a list of priorities to the County Executive for preparation of the 2010 budget. (Held from July meeting.) Receive and place on file.
2. Communication from Supervisor La Violette re: Proposes that the County Board Chair, Vice-Chair and members of the Executive Committee develop both a timeline and strategies for dealing with the 2010 budget focused on effective, efficient and transparent principles that would be inclusive and respectful of all participants. (Referred from July County Board). To hold for 1 month.
- \*\* 3. Communication from Supervisor Warpinski re: To amend Chapter 2.04(1)(d) of the Brown County Code to strike and replace the word "secret" with the word "open". (Referred from July County Board). Receive and place on file.
- \*\* Item #3 referred back to Executive Committee as per the County Board on 8/19/2009.
4. Communication from Supervisor Evans re: To appropriate additional funding for a security detail to monitor the CTC during a period of when the construction companies leave the facility and until the facility is occupied – a period of 2 to 3 weeks. (Referred from July County Board).  
To approve and take it out of Facilities and refer to staff to contract to have this done.
5. Legal Bills - Review and Possible Action on Legal Bills to be paid.  
To pay legal bills. Ayes: 6 (Erickson, Lund, VanderLeest, Evans, Scray, Zima). Nays: 1 (Nicholson). Motion Passes 6-1.  
To reconsider Davis-Kuelthau bills.  
To hold for one month and prepare a final billing and have all files delivered to Corporation Counsel.
6. County Executive Report. Receive and place on file.
  - a. Budget Status Financial Report for June 30, 2009. Receive and place on file.
7. Labor Negotiator Report. To combine Item No. 7 with Item No. 9.
8. Internal Auditor Report.
  - a. Budget Status Financial Report for June 30, 2009.  
To approve 8a.

August 19, 2009

AN ORDINANCE TO REPEAL AND RE-CREATE SEC. 8.08 "PETS"  
OF CHAPTER 8 OF THE BROWN COUNTY CODE ENTITLED "PARKS AND  
RECREATION FACILITIES"

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 -

Sec. 8.08 of the Brown County Code entitled "PETS" is hereby re-created to read as follows:

~~8.08 PETS. (1) Pets shall not be allowed in any of the county parks except in those parks as set forth in subsection (2) herein.~~

8.08 PETS. (1) It shall be unlawful for any person to bring a pet animal into any county park except as set out below:

- ~~(2) — Pets shall be permitted in specially designated areas of Bay Shore Park and the Brown County Fairgrounds, only when restrained by a leash not more than eight feet long and are attended by a responsible adult. Dogs shall be permitted at Fort Howard Paper Foundation Wildlife Area in specially designated areas for the sole purpose of hunting.~~
- (2) The Facility and Park Management Department may designate areas of public parks and recreational trails to be on-leash or off-leash "Dog Exercise Areas" subject to the Department's rules and regulations.
- (3) A person may bring a pet to a park offering overnight camping. The pet must be leashed or chained at a length not to exceed six feet at all times.
- (4) It shall be lawful to bring dogs onto the Fort Howard Paper Foundation Wildlife Area in specially designated areas for the sole purpose of hunting during specified time periods.
- (5) Pet owners shall be responsible to immediately remove and discard the waste when their pet defecates on the premises of any park.
- (6) The failure to comply with any of these requirements shall subject the pet owner to a forfeiture of not less than \$25.00, nor more than \$300.00, together with court costs.

Section 2 - This ordinance shall become effective upon passage and publication.

Respectfully submitted,

EDUCATION & RECREATION COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Final Draft Approved by Corporation Counsel

\_\_\_\_\_  
BOARD OF SUPERVISORS ROLL CALL #

\_\_\_\_\_  
Motion made by Supervisor

\_\_\_\_\_  
Seconded by Supervisor

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAFFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
JOHNSON	12			
DANTINNE JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WEITZEL	21			
LANGAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion: \_\_\_\_\_ Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_



**BROWN COUNTY  
BOARD OF SUPERVISORS  
COURT HOUSE  
GREEN BAY, WISCONSIN**

**BROWN COUNTY BOARD OF SUPERVISORS**

Meeting Date: 7/22/09

Agenda No. : Late Communications

Motion from the Floor

I make the following motion: \_\_\_\_\_

I would like to propose that the County Board Chair, Vice-chair, and members of the Executive Committee develop both a timeline and strategies for dealing with the 2010 budget focused on effective, efficient, and transparent principles that would be inclusive and respectful of all participants. As part of the timeline, I would propose that if the Board is unable to reach a final decision on the budget by 10 p.m. on November 9 we adjourn and reconvene the next morning, Tuesday, November 10 at 9 a.m. to continue our discussions. Few responsible decisions can be made when talks extend beyond 12 hours and certainly participation from the interested public is compromised.

Thank you .

Pat LaViolette, Supervisor  
District 14

July 22, 2009

Signed: \_\_\_\_\_

Pat LaViolette

District No.: \_\_\_\_\_

14

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)



Brown County

Executive

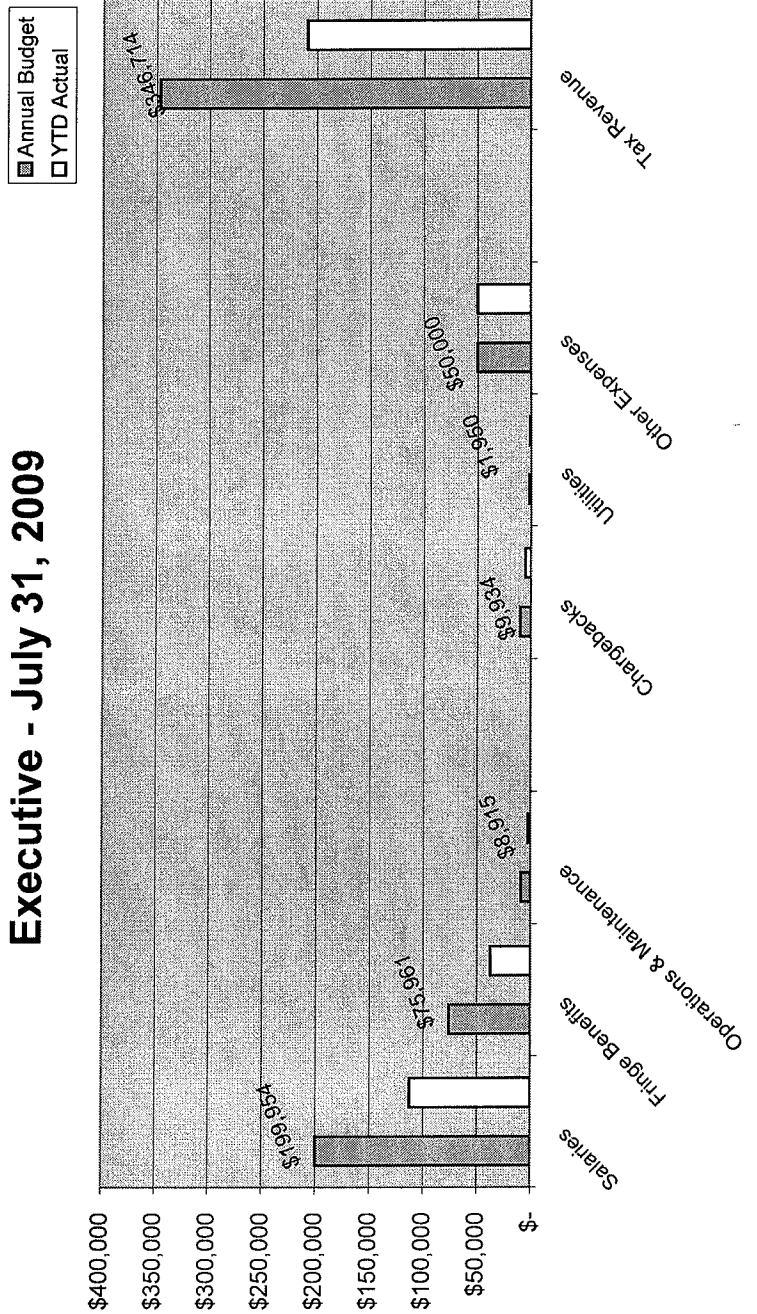
Budget Status Report

7/31/2009

HIGHLIGHTS:

	Annual Budget	YTD Actual
Salaries	\$ 199,954	\$ 112,828
Fringe Benefits	\$ 75,961	\$ 37,471
Operations & Maintenance	\$ 8,915	\$ 2,372
Chargebacks	\$ 9,934	\$ 5,133
Utilities	\$ 1,950	\$ 1,100
Other Expenses	\$ 50,000	\$ 50,000
Tax Revenue	\$ 346,714	\$ 208,903

Executive - July 31, 2009



PRODUCTION \*Brown Co\* PRODUCTION  
**Executive Budget Report July 2009**  
 Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior Year Total
<b>Fund: 100 - GF</b>									
<b>Revenues</b>									
PTX - Property taxes	346,714.00	0.00	346,714.00	28,893.00	0.00	202,251.00	144,463.00	58%	334,466.00
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	1,115.00
Revenue Totals:	\$346,714.00	\$0.00	\$346,714.00	\$28,893.00	\$0.00	\$202,251.00	\$144,463.00	58%	\$335,581.00
<b>Expenditures</b>									
PER - Personnel services	199,954.00	0.00	199,954.00	15,420.30	0.00	112,828.23	87,125.77	56%	199,212.09
FBT - Fringe benefits and taxes	75,961.00	0.00	75,961.00	5,811.57	0.00	37,470.96	38,490.04	49%	74,026.57
OPM - Operations and maintenance	8,915.00	0.00	8,915.00	181.01	0.00	2,371.69	6,543.31	27%	3,206.69
UTL - Utilities	1,950.00	0.00	1,950.00	208.87	0.00	1,099.58	850.42	56%	2,049.57
CHG - Chargebacks	9,934.00	0.00	9,934.00	649.93	0.00	5,133.01	4,800.99	52%	6,855.72
CON - Contracted services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	1,500.00
OTH - Other	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00	0.00	100%	50,000.00
Expenditure Totals:	\$346,714.00	\$0.00	\$346,714.00	\$22,271.68	\$0.00	\$208,903.47	\$137,810.53	60%	\$336,850.64
Revenue Total:	\$346,714.00	\$0.00	\$346,714.00	\$28,893.00	\$0.00	\$202,251.00	\$144,463.00	58%	\$335,581.00
Expenditure Total:	\$346,714.00	\$0.00	\$346,714.00	\$22,271.68	\$0.00	\$208,903.47	\$137,810.53	60%	\$336,850.64
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	\$6,621.32	\$0.00	(\$6,652.47)	\$6,652.47		(\$1,269.64)
Revenue Grand Total:	\$346,714.00	\$0.00	\$346,714.00	\$28,893.00	\$0.00	\$202,251.00	\$144,463.00	58%	\$335,581.00
Expenditure Grand Total:	\$346,714.00	\$0.00	\$346,714.00	\$22,271.68	\$0.00	\$208,903.47	\$137,810.53	60%	\$336,850.64
Grand Total:	\$0.00	\$0.00	\$0.00	\$6,621.32	\$0.00	(\$6,652.47)	\$6,652.47		(\$1,269.64)

## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

**TYPE OF TRANSFER**  
(check one)

**DESCRIPTION****APPROVAL LEVEL**
☐ Category 1

Reallocation from one line item to another within the major budget categories

Department Head

☐ Category 2

☐ a.

Change in Outlay not requiring transfer of funds from another major budget category.

County Executive

☐ b.

Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.

County Board

☐ Category 3

☐ a.

Reallocation between Budget Categories other than 2b or 3b transfers.

County Executive

☐ b.

Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services.

County Board

☒ Category 4

Interdepartmental Transfer (including contingency or general fund transfers)

County Board

☐ Category 5

Increase in Expenditures with Offsetting Increase in Revenue

County Board

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Request to cover the 2008 Executive deficit in the amount of \$1,270. The shortfall was attributable to a miscalculation of the proper fringe rate resulting in a shortage in budgeted fringes.

Increase	Fringe Benefits	1,270	
Increase	Fund Balance Applied		1,270

Executive

Department

Ann King

Department Head

6/16/09

Date

☒ Approved

☐ Disapproved

Ann King

County Executive

6/16/09

Date

Ann King

	Annual Budget	YTD Actual
Property Taxes	\$ 758,386	\$ 442,393
Charges for Sales & Services	\$ -	\$ 88
Miscellaneous Revenue	\$ 400	\$ 204
Contributions	\$ -	\$ 4
Personnel Services	\$ 343,827	\$ 182,991
Fringe Benefits and Taxes	\$ 212,324	\$ 89,819
Operations and Maintenance	\$ 66,697	\$ 33,795
Utilities	\$ 1,400	\$ 630
Chargebacks	\$ 15,438	\$ 7,823
Contracted Services	\$ 119,100	\$ 82,400

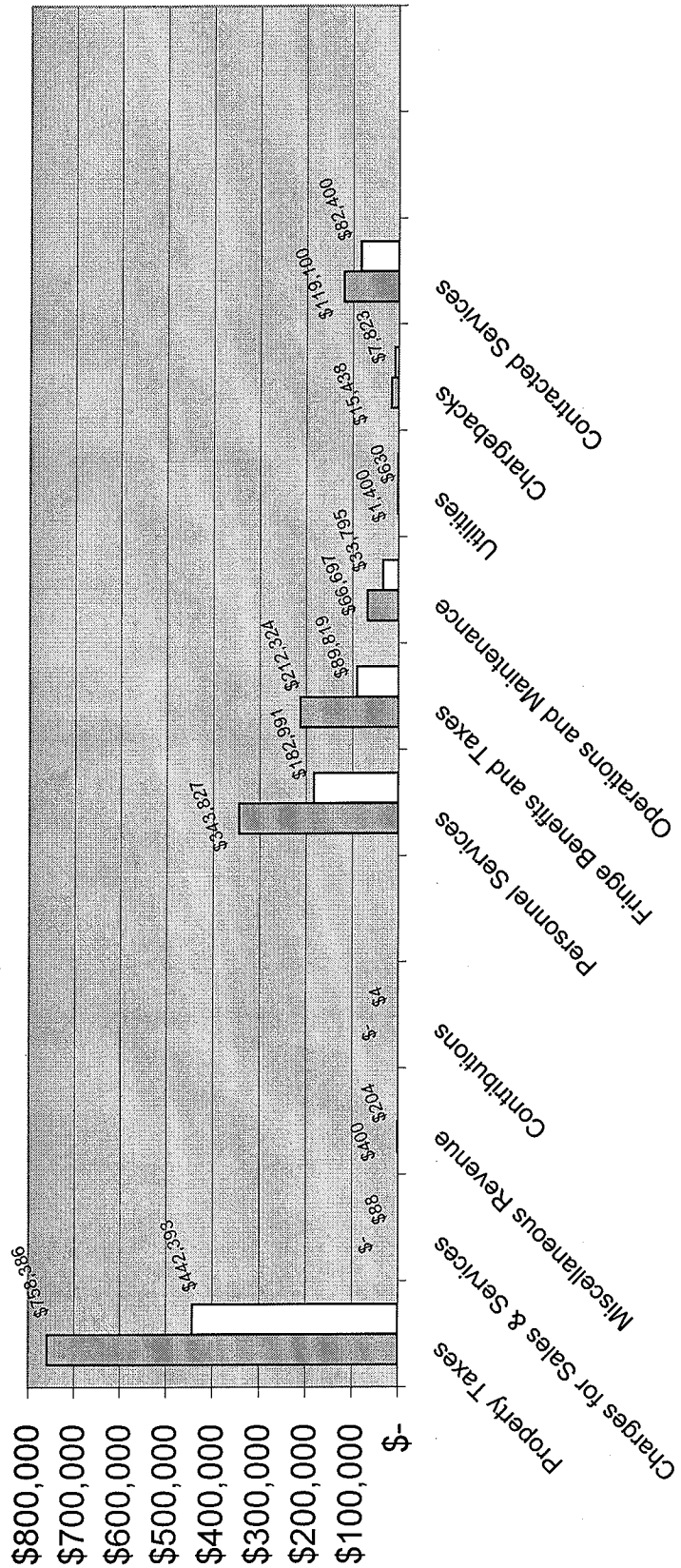
**Highlights:**

Savings have been experienced in Operations and Maintenance due to reductions in Printing and Postage.

Year-to-date actual amounts reflect full budget usage of Dues and Memberships and the usage of approximately 80% of the Special Accounting and Auditing Budget.

## Board of Supervisors - July 31, 2009

■ Annual Budget  
□ YTD Actual



## July 2009 Budget Classification Report - County Board

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior Year Total
<u>Fund: 100 - GF</u>									
<u>Revenues</u>									
PTX - Property taxes	758,386.00	0.00	758,386.00	63,199.00	0.00	442,393.00	315,993.00	58%	731,452.00
CSS - Charges for sales and services	0.00	0.00	0.00	87.88	0.00	87.88	(87.88)	+++	0.00
MRV - Miscellaneous revenue	400.00	0.00	400.00	0.00	0.00	204.00	196.00	51%	199.55
CTB - Contributions	0.00	0.00	0.00	4.00	0.00	4.00	(4.00)	+++	0.00
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	664.00
Revenue Totals:	\$758,786.00	\$0.00	\$758,786.00	\$63,290.88	\$0.00	\$442,688.88	\$316,097.12	58%	\$732,315.55
<u>Expenditures</u>									
PER - Personnel services	343,827.00	0.00	343,827.00	25,784.03	0.00	182,991.12	160,835.88	53%	338,675.56
FBT - Fringe benefits and taxes	212,324.00	0.00	212,324.00	14,647.33	0.00	89,818.81	122,505.19	42%	183,492.40
SRE - Salaries reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	(141.41)
OPM - Operations and maintenance	66,697.00	0.00	66,697.00	1,770.68	0.00	33,795.22	32,901.78	51%	54,404.80
UTL - Utilities	1,400.00	0.00	1,400.00	103.80	0.00	629.95	770.05	45%	1,255.60
CHG - Chargebacks	15,438.00	0.00	15,438.00	985.64	0.00	7,823.32	7,614.68	51%	23,137.22
CON - Contracted services	119,100.00	0.00	119,100.00	3,500.00	0.00	82,400.00	36,700.00	69%	110,100.00
Expenditure Totals:	\$758,786.00	\$0.00	\$758,786.00	\$46,791.48	\$0.00	\$397,458.42	\$361,327.58	52%	\$710,924.17
Revenue Total:	\$758,786.00	\$0.00	\$758,786.00	\$63,290.88	\$0.00	\$442,688.88	\$316,097.12	58%	\$732,315.55
Expenditure Total:	\$758,786.00	\$0.00	\$758,786.00	\$46,791.48	\$0.00	\$397,458.42	\$361,327.58	52%	\$710,924.17
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	\$16,499.40	\$0.00	\$45,230.46	(\$45,230.46)		\$21,391.38
Revenue Grand Total:	\$758,786.00	\$0.00	\$758,786.00	\$63,290.88	\$0.00	\$442,688.88	\$316,097.12	58%	\$732,315.55
Expenditure Grand Total:	\$758,786.00	\$0.00	\$758,786.00	\$46,791.48	\$0.00	\$397,458.42	\$361,327.58	52%	\$710,924.17
Grand Total:	\$0.00	\$0.00	\$0.00	\$16,499.40	\$0.00	\$45,230.46	(\$45,230.46)		\$21,391.38

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR SEPTEMBER 9, 2009 MEETING FOR APPROVAL AND PAYMENT					
Law Firm	INVOICE #	DATE	AMOUNT	FOR	APPROVED
Davis & Kuelthau	311436	8/24/2009	\$43.00	Housing Discrimination Complaint	
		Total Davis & Kuelthau	<b>\$43.00</b>		
Michael, Best & Friedrich	1073695	8/13/2009	\$712.50	Environmental Matters	
Michael, Best & Friedrich	1073696	8/13/2009	\$849.70	Fox River Clean-up Insurance	
Michael, Best & Friedrich	1073697	8/13/2009	\$28,555.18	API and NCR v. George A. Whiting, et al.	
		Total Michael, Best & Friedrich	<b>\$30,117.38</b>		
Atty. Frederick Mohr	4434	7/31/2009	\$2,044.50	Highway/Facilities - Hobart Suit	
Atty. Frederick Mohr	4435	7/31/2009	\$1,228.50	Van Vonderen/ Teamsters/ Library/ Telecommunicators	
Atty. Frederick Mohr	4460	7/31/2009	\$6,000.00	Labor Relations	
		Total Atty Fred Mohr	<b>\$9,273.00</b>		

RECEIVED

AUG 25 2009

HUMAN RESOURCES

 **DAVIS | KUELTHAU**  
attorneys at law

111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

August 24, 2009  
Invoice 311436  
Page 1

For Services Through July 31, 2009

Our Matter # 18852.04908  
HOUSING DISCRIMINATION COMPLAINT

7/10/09 Review of HUD closing letter and attached executed stip. Emails closing file.

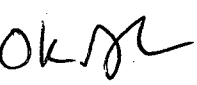
James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
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Total Fees for Professional Services.....	\$	43.00
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Totals for This Matter

Fees for Professional Services .....	43.00
--------------------------------------	-------

NET CURRENT BILLING FOR THIS MATTER .....	43.00
---	-------

OK 

RECEIVED BY

AUG 26 2009

Brown County  
Corporation Counsel

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

August 24, 2009  
Invoice 311436  
Page 2

MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF August 24, 2009

CLIENT: 18852      BROWN COUNTY  
MATTER: 18852.04908      HOUSING DISCRIMINATION COMPLAINT

BILLING HISTORY

Last Bill Date .....	6/24/09
Last Bill-Thru Date .....	5/31/09
Last Bill Amount .....	172.00
Last Payment Date .....	7/6/09
Last Payment Amount .....	2,300.50

ACCOUNTS RECEIVABLE

0-30 Days .....	0.00
Over 30 Days .....	0.00
Over 60 Days .....	172.00
Over 90 Days.....	0.00
Over 120 Days .....	0.00
TOTAL A/R.....	172.00

Total Fees Billed .....	6,211.50
Total Hours Billed .....	29.80
Total Time Value Billed .....	
Total Fees Collected .....	6,039.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.



BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

August 24, 2009  
Invoice 311436  
Page 3

INVOICE SUMMARY

Total Services: .....	\$43.00
TOTAL SERVICES AND DISBURSEMENTS: .....	<u>\$43.00</u>

REMITTANCE

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

# MICHAEL BEST

& FRIEDRICH LLP

RECEIVED BY

AUG 14 2009

Brown County  
Corporation Counsel

Michael Best & Friedrich LLP

Attorneys at Law

One South Pinckney Street  
Suite 700

Madison, WI 53703

P.O. Box 1806

Madison, WI 53701-1806

Phone 608.257.3501

Fax 608.283.2275

Linda H. Bochert

Direct 608.283.2271

Email lhbochert@michaelbest.com

August 13, 2009

## PERSONAL & CONFIDENTIAL

John F. Luetscher, Esq.  
Brown County Corporation Counsel  
Northern Building - Room 680  
305 East Walnut  
P.O. Box 23600  
Green Bay, WI 54305-3600

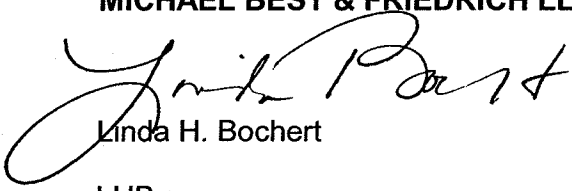
Dear Mr. Luetscher:

Enclosed please find our invoices for work performed regarding the environmental, Fox River cleanup – insurance and API and NCR v. George A. Whiting matters.

Should you have any questions regarding these invoices, please do not hesitate to contact me.

Sincerely,

MICHAEL BEST & FRIEDRICH LLP

  
Linda H. Bochert

LHB:sas

Enclosures

Q:\CLIENT\018236\0026\B1978475.1  
8/13/09 2:30 PM

IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

**CONFIDENTIAL**

John F. Luetscher  
Brown County Corporation Counsel  
Northern Building - Room 680  
305 East Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

Client: 018236

August 13, 2009  
Invoice No. 1073695

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1073695  
For Professional services rendered through July 31, 2009, as follows:

**Matter: 018236-0009 Environmental Matters**

7/31/09	L Bochart	Review documents provided by Mr. Haen regarding wetland fill issues associated with Bylsby Street former petroleum tank farm; leave voice mail message for Mr. Haen regarding same.	1.90	\$712.50
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Total Hours	1.90	
Total Services		\$712.50

<b>Total This Matter</b>		<b>\$712.50</b>
--------------------------	--	-----------------

Balance from previous statement	\$175.00
Payments received	(175.00)
Current Balance	<u>\$712.50</u>

**MICHAEL BEST**

& FRIEDRICH LLP

IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

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Madison, Wisconsin 53701-1806  
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Brown County Corporation Counsel  
Northern Building - Room 680  
305 East Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

Client: 018236

August 13, 2009  
Invoice No. 1073696

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1073696  
For Professional services rendered through July 31, 2009, as follows:

**Matter: 018236-0042 Fox River Cleanup - Insurance**

7/9/09	C Smith	Prepare update letters to CNA and Wausau.	1.00	\$320.00
7/28/09	C Smith	Review payment received from Wausau and analysis of payment discrepancy; correspondence to Attorney J. Luetscher regarding same.; correspondence to Mr. J. Beacham regarding same and tender of July invoices for payment; update defense cost tracking chart.	1.60	\$512.00

Total Hours 2.60

Total Services \$832.00

Disbursements:

Photocopying 17.70

Disbursements Total \$17.70

**Total This Matter \$849.70**

Balance from previous statement \$1,252.10

Payments received (1,085.55)

Current Balance \$1,016.25

**MICHAEL BEST**

& FRIEDRICH LLP

IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

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Client: 018236

Page 2

August 13, 2009  
Invoice No. 1073696

**Matter: 018236-0042 Fox River Cleanup - Insurance**

**ATTORNEY BREAKDOWN**

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
C Smith	Partner	2.6	\$320.00	\$832.00
<b>Totals</b>		<b>2.60</b>		<b>\$832.00</b>

**MICHAEL BEST**

& FRIEDRICH LLP

IN ACCOUNT WITH

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Brown County Corporation Counsel  
Northern Building - Room 680  
305 East Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

Client: 018236

August 13, 2009  
Invoice No. 1073697

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1073697

For Professional services rendered through July 31, 2009, as follows:

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

7/1/09	I Pitz	Read case management order, other recent case filings and correspondence.	2.00	\$750.00
7/2/09	I Pitz	Read United States' initial disclosures; read plaintiff's responses to Green Bay's discovery; begin drafting Brown County's discovery requests to plaintiffs; read United States' motion to clarify schedule.	4.10	\$1,537.50
7/6/09	I Pitz	Review client documents for production; discussion regarding same with AJWildeman.	0.60	\$225.00
7/6/09	D Crass	Review filing of U.S. seeking scheduling clarification; review U.S. 30B(6) disclosures.	1.00	\$425.00
7/6/09	A Wildeman	Begin reviewing documents for production that have been put into Summation program.	0.20	\$38.00
7/7/09	I Pitz	Review insurance update to determine whether it is discoverable or privileged; research regarding same.	1.20	\$450.00
7/7/09	A Wildeman	Telephone conference with MBF Office Services regarding organization of documents for production; review documents in Summation; conference with IAJPitz regarding same.	1.60	\$304.00
7/8/09	D Crass	Exchange email communication with IAPitz regarding results of discussion with U.S. government regarding potential settlement.	0.30	\$127.50
7/8/09	I Pitz	Update DACrass on telephone conference with Attorney Levin; discuss document production with AJWildeman; telephone conference with John Seefeldt regarding deposition; email with Hermes attorneys regarding same.	2.60	\$975.00
7/8/09	A Wildeman	Finalize documents for production; conference with Office Services and IAJPitz regarding same; begin reviewing additional documents received from Brown County.	0.70	\$133.00

**MICHAEL BEST**

& FRIEDRICH LLP

## IN ACCOUNT WITH

**MICHAEL BEST**

&amp; FRIEDRICH LLP

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Client: 018236

Page 2

August 13, 2009

Invoice No. 1073697

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

7/9/09	I Pitz	Telephone conference with lawyers for Appleton Papers regarding Seefeldt deposition; telephone conference with John Seefeldt regarding same; review discovery responses and documents mentioning Seefeldt; draft email memorandum to John Luetscher regarding Seefeldt deposition; discussion with CESmith regarding providing insurers with copy of document production.	4.30	\$1,612.50
7/10/09	I Pitz	Review recent deposition notices and discovery responses; confirm that none implicate Brown County's interests.	0.70	\$262.50
7/11/09	D Crass	Review documents and filings from court case; review one expert report.	1.50	\$637.50
7/13/09	A Wildeman	Continue reviewing additional documents received from Brown County; flag same for response to discovery.	5.30	\$1,007.00
7/14/09	A Wildeman	Continue reviewing additional documents received from Brown County; flag same for response to discovery.	1.90	\$361.00
7/15/09	D Crass	Review email message from IAJ Pitz regarding response of client on recent discussions with USDOJ; review expert witness designations from various parties.	0.90	\$382.50
7/16/09	D Crass	Telephone conference with Attorney Luetscher regarding recent developments on sediment dredging concerns as part of RBRA brief; conference with Mr. Haen regarding same.	0.50	\$212.50
7/17/09	R Exum	Review Brown County documents for production.	1.70	\$238.00
7/17/09	D Crass	Telephone conference with Mr. Haen regarding navigational dredging impacts on potential remedies.	0.30	\$127.50
7/20/09	R Exum	Continue review of Brown County documents for production.	2.00	\$280.00
7/20/09	L Bochart	Participate in meeting with DACrass, AJWildeman and IAJ Pitz to discuss information concerning design issues associated with capping proposal in navigation channel; review documents provided by Brown County to DACrass regarding same.	1.20	\$450.00
7/20/09	I Pitz	Review materials on channel capping issue; discussion regarding same with DACrass; review recent case filings, including Green Bay's motion for clarification and United States' recent filings.	2.90	\$1,087.50

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Page 3

August 13, 2009

Invoice No. 1073697

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

7/20/09	D Crass	Attend meeting to bring attorneys up to speed on results of recent discussions on dredging in navigational channel impacts on remedial design issue; leave voicemail message for Attorney Luetscher regarding same.	0.50	\$212.50
7/21/09	R Exum	Complete review of Brown County documents for production.	4.40	\$616.00
7/22/09	L Bochert	Complete review of Brown County documents associated with authorization of dredging channel and begin to prepare outline of same for DACrass.	1.30	\$487.50
7/23/09	A Wildeman	Review emails from LHBochert regarding additional documents from Brown County; review emails from IAJPitz regarding search for documents related to Mr. Seefeldt in preparation for upcoming deposition.	0.80	\$152.00
7/23/09	L Jellings	Research history of Water Resources Development Act legislation circa 2003-2007 for provisions affecting Green Bay Harbor.	0.70	\$91.00
7/23/09	I Pitz	Telephone conference with Tony Steffek regarding Seefeldt deposition and document production; telephone conference with Seefeldt regarding deposition; review document production to determine reason for gaps in production.	0.90	\$337.50
7/23/09	L Bochert	Begin outline of summary of materials provided by Mr. Haen regarding authorization of dredging depth and width in portion of Fox River between Georgia Pacific Mill and DePere Dam; instruct Librarian Jellings with respect to research as to what language was included in Water Resource Development Act and when it was enacted; telephone conversation with Mr. Haen with respect to documents, my understanding of same and unanswered questions; e-mail communication with AJWildeman regarding issue needing research related to authorization to cap an area designated as navigation channel.	2.20	\$825.00

**MICHAEL BEST**

&amp; FRIEDRICH LLP



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Page 4

August 13, 2009

Invoice No. 1073697

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

7/24/09	L Bochert	Confer with AJWildeman with respect to research needed regarding definition of federal navigation channel as it relates to capping and dredging discussions; continue review and preparation of analysis regarding Water Resources Development Act, revision to federal navigation channel and relationship of same to Brown County's concern regarding capping in Fox River Port area; communications with DACrass and IAPitz regarding same.	3.80	\$1,425.00
7/24/09	A Wildeman	Conference with LHBochert regarding documents received from client illustrating timeline for a change in the depth and width of federal navigation channel in Fox River; begin researching definition of federal navigation channel.	1.10	\$209.00
7/25/09	D Crass	Review recent case filings and summary memorandum regarding dredge depth issues.	0.90	\$382.50
7/27/09	L Bochert	Telephone conversation with Mr. Haen with respect to review of documents related to re-authorization of federal navigation channel and related matters; continue review of relevant documents identified by Mr. Haen to assist in developing strategy for dealing with same.	5.00	\$1,875.00
7/27/09	A Wildeman	Continue researching definition of federal navigation channel; review U.S. Annotated Code and Code of Federal Regulations regarding same.	2.90	\$551.00
7/28/09	A Wildeman	Continue researching definition of federal navigation channel; conference with LHBochert regarding same; conference with library staff regarding additional research on definition of federal navigation channel in the Lower Fox River, specifically Station 002190.	1.30	\$247.00
7/28/09	I Pitz	Review file and prepare for pretrial conference.	1.20	\$450.00

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Page 5

August 13, 2009

Invoice No. 1073697

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

7/28/09	L Bochert	Continue review of documents provided by Mr. Haen; various conversations with AJWildeman, IAPitz and Mr. Haen with respect to next steps; participate in conference call with IAPitz and Corporation Counsel Luetscher to discuss status of review regarding capping issues in portion of Fox River from river mouth to Georgia Pacific mill; instruct AJWildeman with respect to research needed regarding same; finalize memo to DACrass summarizing document review, related research and immediate next steps.	4.70	\$1,762.50
7/29/09	D Crass	Office conference with IAPitz regarding status of discussions with counsel for City of Green Bay and strategic issues in response to lodging of De Minimis Settlement Consent Decree; review filings regarding delay of Phase I trial for dredging issues; review filing titled Statement of De Minimis Settling Defendants Regarding Length of Phase I Trial , etc.	1.50	\$637.50
7/29/09	I Pitz	Read discovery responses and expert reports; review same for mentions of Bayport or Renard Isle or Brown County.	5.50	\$2,062.50
7/30/09	D Crass	Numerous conferences with LHBochert, IAPitz and Attorney Luetscher regarding information on dredging issues impacting liability case and directions from USEPA and USACOE regarding same; conference regarding results of pretrial conference; leave voicemail message for USDOJ Attorney Levin regarding status of matters.	1.20	\$510.00
7/30/09	I Pitz	Travel to and from Green Bay; attend pretrial conference; discussions with DACrass and LHBochert regarding pretrial and issues regarding dredging in channel; discussions with Josh Levin by telephone and in person regarding various issues, including settlement proposal, objections to de minimus settlement and dredging.	8.70	\$3,262.50

**MICHAEL BEST**

&amp; FRIEDRICH LLP

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Client: 018236

Page 6

August 13, 2009  
Invoice No. 1073697

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

7/30/09	L Bochert	Telephone conversation with Mr. Haen regarding his communication with Mr. Schlooper (Army Corps of Engineers/Detroit District) concerning potential cessation of Corps dredging in any portion of Fox River; confer with DACrass regarding same; update IAJPitz regarding same; telephone conference with DACrass and Corporation Counsel Luetscher to advise of same; leave voice mail message inquiry with Mr. Baker at DNR to determine what information he might be able to provide.	1.90	\$712.50
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Total Hours 88.00

Total Services \$28,432.00

Disbursements:

07/27/2009	Postage	51.24
	Photocopying	63.90
	Westlaw - Legal Research	8.04

Disbursements Total \$123.18



IN ACCOUNT WITH



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Client: 018236

Page 7

August 13, 2009  
Invoice No. 1073697

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

Total This Matter \$28,555.18

Balance from previous statement \$18,413.55

Payments received (7,512.75)

Current Balance \$39,455.98



IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

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Client: 018236

Page 8

August 13, 2009

Invoice No. 1073697

**Matter:** 018236-0044 API and NCR v. George A. Whiting, et al.

**ATTORNEY BREAKDOWN**

<b>Attorney</b>	<b>Title</b>	<b>Hours Worked</b>	<b>Billed Per Hour</b>	<b>Bill Amount</b>
A Wildeman	Associate	15.8	\$190.00	\$3,002.00
D Crass	Partner	8.6	\$425.00	\$3,655.00
I Pitz	Partner	34.7	\$375.00	\$13,012.50
L Bochert	Partner	20.1	\$375.00	\$7,537.50
L Jellings	Library/Intern	0.7	\$130.00	\$91.00
R Exum	Paralegal	8.1	\$140.00	\$1,134.00
<b>Totals</b>		<b>88.00</b>		<b>\$28,432.00</b>

**MICHAEL BEST**

& FRIEDRICH LLP

OK JK

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

**RECEIVED**

AUG 04 2009

Human Resources

BROWN COUNTY  
C/O DEBBIE KLARKOWSKI  
PO BOX 23600  
GREEN BAY WI 54305-3600

Page: 1  
July 31, 2009  
Account No: 2646M

	<u>Current Work</u>	
Corporation Counsel	<del>0</del>	<del>\$2,384.03</del>
Highway / Facilities	<del>0</del>	<del>\$0.00</del>
Corp. Hobart Suit	<u>2,044.50</u>	<u><del>\$3,370.50</del></u>
Corp. Counsel	<u>2,044.50</u>	<u><u>\$5,754.53</u></u>

**RECEIVED BY**

AUG 24 2009

Brown County  
Corporation Counsel

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY  
C/O DEBBIE KLARKOWSKI  
PO BOX 23600  
GREEN BAY WI 54305-3600

Page: 1  
July 31, 2009

Account No: 2646-0M  
Statement No: 4434

---

Corporation Counsel

Previous Balance ~~\$2,384.03~~

Balance Due \$2,384.03

Account No: 2646-1M  
Statement No: 4434

Highway / Facilities

Previous Balance ~~\$180.50~~

07/31/09 Less Payment Received -180.50

Balance Due \$0.00

Account No: 2646-6M  
Statement No: 4434

Hobart Suit

Previous Balance ~~\$1,449.75~~

	Hours	
Letter to Marcelle	0.20	39.00

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY

Hobart Suit

Page: 2

July 31, 2009

Account No: 2646-6M

Statement No: 4434

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	Hours	
Attention to Letter from Marcelle	0.20	39.00
Telephone Conference with Marcelle	0.20	39.00
Review of Intergovernmental Agreement	0.50	97.50
Drafting of Brief	1.50	292.50
Drafting of Brief	0.80	156.00
Drafting of Brief	1.50	292.50
Drafting of Brief	2.50	487.50
Drafting of Affidavit	0.40	78.00
Drafting of Brief	0.50	97.50
Attention to Letter from Attorney Gast	0.20	39.00
Telephone Conference with Attorney Gast	0.20	39.00
Telephone Conference with Attorney Gast	0.20	39.00
Review of Hobart Brief	0.50	97.50
Drafting of Brief	1.00	195.00
For Current Services Rendered	10.40	2,028.00
Photocopy Expense		16.50
Total Expenses		16.50
Total Current Work		2,044.50



In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY

Hobart Suit

Page: 3

July 31, 2009

Account No: 2646-6M

Statement No: 4434

---

07/03/09 Less Payment Received	-84.75
07/31/09 Less Payment Received	-39.00
	<hr/>
Payments thru 07/31/09	-123.75
Balance Due	<hr/> <hr/>
	\$3,370.50
	<hr/> <hr/>
Total Balance Due	<hr/> <hr/>
	\$5,754.53

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

**RECEIVED**

AUG 05 2009

Human Resources

BROWN COUNTY HUMAN RESOURCES  
C/O KAY LENZEN  
305 EAST WALNUT STREET  
GREEN BAY WI 54301

Page: 1  
July 31, 2009  
Account No: 2647M

*OK*

Current Work

	Prisoner Transport	<del>0</del>	<del>\$39.00</del>
HR	Van Vonderen	370.50	<del>\$370.50</del>
HR	Teamsters	351.00	<del>\$975.00</del>
HR	Library	507.00	<del>\$1,404.00</del>
HR	Telecommunicators	<del>0</del>	<del>\$78.00</del>
		<hr/>	<hr/>
HR		\$1228.50	<del>\$2,866.50</del>

**RECEIVED BY**

AUG 24 2009

Brown County  
Corporation Counsel

Interest accrues at the rate of 1% per month on all balances over 30 days.

BROWN COUNTY HUMAN RESOURCES  
C/O KAY LENZEN  
305 EAST WALNUT STREET  
GREEN BAY WI 54301

Page: 1  
July 31, 2009  
Account No: 2647-1M  
Statement No: 4435

### Prisoner Transport

Previous Balance	\$3,548.00
07/03/09 Less Payment Received	-214.50
07/31/09 Less Payment Received	-3,294.50
	<hr/>
Payments thru 07/31/09	-3,509.00
Balance Due	\$39.00
	<hr/>

Account No: 2647-3M  
Statement No: 4435

### Van Vonderen

Previous Balance	\$156.00
	<hr/>
	Hours
Review of ETF Letter	0.20 39.00
Review of Repayment Restrictions	0.30 58.50
Attention to Letter from Debbie	0.20 39.00
Letter to Van Vonderen	0.20 39.00
Telephone Conference with Van Vonderen	0.20 39.00
Telephone Conference with Van Vonderen	0.20 39.00
Conference with Van Vonderen	0.40 78.00

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Van Vonderen

Page: 2

July 31, 2009

Account No: 2647-3M

Statement No: 4435

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	Hours	
Letter to ETF	0.20	39.00
For Current Services Rendered	1.90	370.50
Total Current Work		<u>370.50</u> HR
07/03/09 Less Payment Received		-117.00
07/31/09 Less Payment Received		-39.00
		<u>-156.00</u>
Payments thru 07/31/09		-156.00
Balance Due		<u><u>\$370.50</u></u>

Account No: 2647-5M  
Statement No: 4435

Teamsters

Previous Balance \$978.75

	Hours	
Attention to Letter from Arbitrator	0.20	39.00
Letter to Kirchman	0.20	39.00
Letter to Arbitrator	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Attention to Letter from Kirchman	0.20	39.00
Attention to Letter from WERC	0.20	39.00
Telephone Conference with Kirchman	0.20	39.00

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

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BROWN COUNTY HUMAN RESOURCES

Teamsters

Page: 3

July 31, 2009

Account No: 2647-5M

Statement No: 4435

	Hours	
Attention to Letter from Arbitrator	0.20	39.00
Letter to Arbitrator	0.20	39.00
For Current Services Rendered	1.80	351.00
Total Current Work		<u>351.00</u> HR
07/03/09 Less Payment Received		-78.00
07/31/09 Less Payment Received		-276.75
Payments thru 07/31/09		-354.75
Balance Due		<u><u>\$975.00</u></u>

Account No: 2647-7M  
Statement No: 4435

Library

Previous Balance ~~\$2,983.50~~

	Hours	
Attention to Letter from Etten	0.20	39.00
Letter to Etten	0.20	39.00
Letter to Debbie	0.20	39.00
Drafting of Settlement Revision	0.20	39.00
Letter to Etten	0.20	39.00
Conference with Etten	0.20	39.00

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Library

Page: 4

July 31, 2009

Account No: 2647-7M

Statement No: 4435

	Hours	
Letter to Debbie	0.20	39.00
Attention to Letter from Lynn	0.20	39.00
Attention to Letter from Etten	0.20	39.00
Attention to Letter from Lynn	0.20	39.00
Attention to Letter from WERC	0.20	39.00
Letter to Debbie	0.20	39.00
Letter to Lynn	0.20	39.00
For Current Services Rendered	2.60	507.00
Total Current Work		507.00 HR
07/03/09 Less Payment Received		-1,774.50
07/31/09 Less Payment Received		-312.00
Payments thru 07/31/09		-2,086.50
Balance Due		\$1,404.00

Telecommunicators

Account No: 2647-8M  
Statement No: 4435

Previous Balance

~~\$78.00~~

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Telecommunicators

Page: 5

July 31, 2009

Account No: 2647-8M

Statement No: 4435

---

Balance Due

\$78.00

Total Balance Due

\$2,866.50

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

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**HUMAN RESOURCES**

BROWN COUNTY BOARD OF SUPERVISORS  
C/O KAY LENZEN  
HUMAN RESOURCE DEPARTMENT  
305 EAST WALNUT STREET  
GREEN BAY WI 54301

Page: 1  
July 31, 2009

Account No: 2645-0R  
Statement No: 4460

**LABOR RELATIONS**

Previous Balance \$12,000.00

Hours

As Per Retainer Agreement  
As Per Retainer - Staff Support

For Current Services Rendered 6,000.00

Total Current Work **HR** 6,000.00

07/03/09 Less Payment Received -6,000.00

07/17/09 Less Payment Received -6,000.00

Payments thru 07/31/09 -12,000.00

Balance Due \$6,000.00

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AUG 24 2009

Brown County  
Corporation Counsel

Interest accrues at the rate of 1% per month on all balances over 30 days.



Item #5 of the August 17, 2009 Executive Cmte Agenda

**\*\*Motion was to hold for one month and prepare a final billing and have all files delivered to Corporation Counsel.**

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR AUGUST 10, 2009 MEETING FOR APPROVAL AND PAYMENT					
Law Firm	INVOICE #	DATE	AMOUNT	FOR	APPROVED
Davis & Kuelthau	309093	6/24/2009	\$279.50	Land Conservation Violations	
	309094	6/24/2009	\$172.00	Housing Discrimination Complaint	
	309095	6/24/2009	\$2,495.07	Sheriff Transport Officers	
	310109	7/20/2009	\$365.50	Land Conservation Violations	
	310110	7/20/2009	\$201.05	Sheriff Transport Officers	
		Total Davis & Kuelthau	\$3,513.12		



# DAVIS | KUELTHAU

attorneys at law

111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

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Brown County  
Corporation Counsel

June 24, 2009  
Invoice 309093  
Page 1

Corp. Counsel

For Services Through May 31, 2009

Our Matter # 18852.02658

LAND CONSERVATION VIOLATIONS

5/3/09	Review and response to e-mail from Michael Best on media statement; email to client on same.				
	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50
5/6/09	E-mails with DNR regarding their direction on the press release and its content.				
	James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
5/11/09	E-mails with Mr. Hafs on appropriate release person from County and procedure for press release now that DNR has determined to allow the County to do the release.				
	James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
5/26/09	E-mail to Mr. Hafs on DNR participation-mail to DNR and Michael Best enclosing final drafts and confirming them for execution and delivery; e-mail to Mr. Hafs on DNR participation.				
	James M. Kalny	0.40 hrs.	215.00/hr	\$	86.00
5/28/09	E-mails to DNR and Michael Best confirming final agreement and requesting executed documents.				
	James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
	Total Fees for Professional Services.....			\$	279.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

---

June 24, 2009  
Invoice 309093  
Page 2

Totals for This Matter

Fees for Professional Services .....	279.50
NET CURRENT BILLING FOR THIS MATTER .....	279.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
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305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

June 24, 2009  
Invoice 309093  
Page 3

MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF June 24, 2009

CLIENT: 18852                      BROWN COUNTY  
MATTER: 18852.02658      LAND CONSERVATION VIOLATIONS

BILLING HISTORY

Last Bill Date .....	5/27/09
Last Bill-Thru Date .....	4/30/09
Last Bill Amount .....	430.00
Last Payment Date .....	5/15/09
Last Payment Amount .....	2,386.50

ACCOUNTS RECEIVABLE

0-30 Days .....	430.00
Over 30 Days .....	0.00
Over 60 Days .....	559.00
Over 90 Days.....	2,752.10
Over 120 Days .....	3,762.50
TOTAL A/R.....	7,503.60

Total Fees Billed .....	17,045.00
Total Hours Billed .....	79.60
Total Time Value Billed .....	
Total Fees Collected .....	9,543.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

June 24, 2009  
Invoice 309093  
Page 4

INVOICE SUMMARY

Total Services: .....	\$279.50
TOTAL SERVICES AND DISBURSEMENTS: .....	<u>\$279.50</u>

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

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Brown County  
Corporation Counsel

June 24, 2009  
Invoice 309094  
Page 1

*Corp. Counsel*

For Services Through May 31, 2009

Our Matter # 18852.04908  
HOUSING DISCRIMINATION COMPLAINT

5/4/09	Review of settlement as forwarded by HUD; e-mail regarding executing the same to HUD and Mr. Strong and Mr. Geiser.				
	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50
5/12/09	E-mails to the parties collecting signatures and determining how to complete the settlement process.				
	James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
5/13/09	Series of e-mails and a phone call coordinating the execution and closure of this matter.				
	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50
Total Fees for Professional Services.....				\$	172.00

Totals for This Matter

Fees for Professional Services .....	172.00
<b>NET CURRENT BILLING FOR THIS MATTER .....</b>	<b>172.00</b>

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

June 24, 2009  
Invoice 309094  
Page 2

MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF June 24, 2009

CLIENT: 18852      BROWN COUNTY  
MATTER: 18852.04908      HOUSING DISCRIMINATION COMPLAINT

BILLING HISTORY

Last Bill Date .....	5/27/09
Last Bill-Thru Date .....	4/30/09
Last Bill Amount .....	1,612.50
Last Payment Date .....	2/9/09
Last Payment Amount .....	86.00

ACCOUNTS RECEIVABLE

0-30 Days .....	1,612.50
Over 30 Days .....	0.00
Over 60 Days .....	688.00
Over 90 Days.....	0.00
Over 120 Days .....	0.00
TOTAL A/R.....	2,300.50

Total Fees Billed .....	6,039.50
Total Hours Billed .....	29.00
Total Time Value Billed .....	
Total Fees Collected .....	3,739.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

June 24, 2009  
Invoice 309094  
Page 3

INVOICE SUMMARY

Total Services: ..... \$172.00  
TOTAL SERVICES AND DISBURSEMENTS: ..... \$172.00

REMITTANCE

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.



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Corporation Counsel

June 24, 2009  
Invoice 309095  
Page 1

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

Corp. Counsel

For Services Through May 31, 2009

Our Matter # 18852.95427

BROWN COUNTY SHERIFF TRANSPORT OFFICERS

5/20/09	Review of appeal documents and filing; forwarded to County.				
	James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
5/21/09	Read through the petition for review; reviewed several cases cited for context.				
	James M. Kalny	1.50 hrs.	215.00/hr	\$	322.50
5/22/09	Interoffice discussion regarding research on Washington County Sheriff authority case and the notion of legislative encroachment on Sheriff powers.				
	James M. Kalny	0.40 hrs.	215.00/hr	\$	86.00
5/22/09	Review of correspondence from Supreme Court and Mr. Cermele and applicable statutes.				
	James M. Kalny	0.40 hrs.	215.00/hr	\$	86.00
5/26/09	Discussion with Mr. Mohr on his take on the petition for review and our next steps.				
	James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
5/26/09	Reviewed petition and decision; drafted outline for general arguments; begin pulling the authority needed to draft the response.				
	James M. Kalny	1.20 hrs.	215.00/hr	\$	258.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
 \*PERSONAL & CONFIDENTIAL\*  
 ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
 305 E. WALNUT STREET  
 P.O. BOX 23600  
 GREEN BAY, WI 54305-3600

June 24, 2009  
 Invoice 309095  
 Page 2

5/27/09	Completed research and dictated response to petition for review.				
	James M. Kalny	4.30 hrs.	215.00/hr	\$	924.50
5/28/09	Cite check brief and create Table of Authorities per Atty Kalny.				
	Beverly G. Butula	0.80 hrs.	100.00/hr	\$	80.00
5/28/09	Review and revise Response to Petition for Review.				
	Bridget M. Amraen	1.50 hrs.	140.00/hr	\$	210.00
5/28/09	Proofed and inserted cites and references on brief; prepped for printing and transmitted.				
	James M. Kalny	1.80 hrs.	215.00/hr	\$	387.00
Total Fees for Professional Services.....				\$	2,440.00
Reimbursable Costs:					
5/31/09	Outside Copy Service			\$	55.07
Total Reimbursable Costs				\$	55.07

Totals for This Matter

Fees for Professional Services .....	2,440.00
Reimbursable Costs .....	55.07

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
 PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
 THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

---

June 24, 2009  
Invoice 309095  
Page 3

NET CURRENT BILLING FOR THIS MATTER .....

2,495.07

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

June 24, 2009  
Invoice 309095  
Page 4

MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF June 24, 2009

CLIENT: 18852                      BROWN COUNTY  
MATTER: 18852.95427      BROWN COUNTY SHERIFF TRANSPORT  
   OFFICERS

BILLING HISTORY

Last Bill Date .....	5/27/09
Last Bill-Thru Date .....	4/30/09
Last Bill Amount .....	86.00
Last Payment Date .....	2/9/09
Last Payment Amount .....	6,823.58

ACCOUNTS RECEIVABLE

0-30 Days .....	86.00
Over 30 Days .....	0.00
Over 60 Days .....	0.00
Over 90 Days.....	0.00
Over 120 Days .....	973.52
TOTAL A/R .....	1,059.52

Total Fees Billed .....	23,493.50
Total Hours Billed .....	113.60
Total Time Value Billed .....	
Total Fees Collected .....	22,440.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

June 24, 2009  
Invoice 309095  
Page 5

INVOICE SUMMARY

Total Services: .....	\$2,440.00
Total Reimbursable Costs: .....	\$55.07
<b>TOTAL SERVICES AND DISBURSEMENTS: .....</b>	<b><u>\$2,495.07</u></b>

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

**RECEIVED**

JUL 22 2009

**HUMAN RESOURCES**



**DAVIS | KUELTHAU**

attorneys at law

111 East Kilbourn, Suite 1400

Milwaukee, WI 53202-6613

414-276-0200

BROWN COUNTY

\*PERSONAL & CONFIDENTIAL\*

ATTN: MS. DEBORAH KLARKOWSKI, ANALYST

305 E. WALNUT STREET

P.O. BOX 23600

GREEN BAY, WI 54305-3600

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Brown County  
Corporation Counsel

July 20, 2009

Invoice 310109

Page 1

For Services Through June 30, 2009

Our Matter # 18852.02658

LAND CONSERVATION VIOLATIONS

6/2/09	Review of final stipulation and press release sent by Michael Best; noted that there was no delineation of attorney fee payment; e-mail to Anne and Bill and the Corporation Counsel to alert them to that and make sure we are OK with that; response e-mail to Michael Best.	James M. Kalny	0.90 hrs.	215.00/hr	\$	193.50
6/5/09	Meeting with Mr. Hafs to execute agreement and discuss press release process; e-mail to DNR to get "sign off" before returning agreement.	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50
6/9/09	Received final confirmation from DNR; drafted transmittal letters and disseminated to all parties.	James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
6/16/09	Several e-mails and correspondence on DNR release and press release; review of release and e-mail to DNR on same.	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50
Total Fees for Professional Services.....						\$ 365.50

Totals for This Matter

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

---

July 20, 2009  
Invoice 310109  
Page 2

Fees for Professional Services .....	365.50
NET CURRENT BILLING FOR THIS MATTER .....	365.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

July 20, 2009  
Invoice 310109  
Page 3

MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF July 20, 2009

CLIENT: 18852                      BROWN COUNTY  
MATTER: 18852.02658      LAND CONSERVATION VIOLATIONS

BILLING HISTORY

Last Bill Date .....	6/24/09
Last Bill-Thru Date .....	5/31/09
Last Bill Amount .....	279.50
Last Payment Date .....	7/6/09
Last Payment Amount .....	5,181.60

ACCOUNTS RECEIVABLE

0-30 Days .....	279.50
Over 30 Days .....	0.00
Over 60 Days .....	0.00
Over 90 Days.....	0.00
Over 120 Days .....	2,322.00
TOTAL A/R.....	2,601.50

Total Fees Billed .....	17,324.50
Total Hours Billed .....	80.90
Total Time Value Billed .....	
Total Fees Collected .....	14,723.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.



BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
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305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

July 20, 2009  
Invoice 310109  
Page 4

INVOICE SUMMARY

Total Services: .....	\$365.50
TOTAL SERVICES AND DISBURSEMENTS: .....	<u>\$365.50</u>

REMITTANCE

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

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JUL 22 2009

**HUMAN RESOURCES**



**DAVIS | KUELTHAU**

attorneys at law

111 East Kilbourn, Suite 1400

Milwaukee, WI 53202-6613

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Corporation Counsel

July 20, 2009

Invoice 310110

Page 1

BROWN COUNTY

\*PERSONAL & CONFIDENTIAL\*

ATTN: MS. DEBORAH KLARKOWSKI, ANALYST

305 E. WALNUT STREET

P.O. BOX 23600

GREEN BAY, WI 54305-3600

For Services Through June 30, 2009

Our Matter # 18852.95427

BROWN COUNTY SHERIFF TRANSPORT OFFICERS

6/1/09 Reviewed Kocken response.

James M. Kalny	0.40 hrs.	215.00/hr	\$	86.00
----------------	-----------	-----------	----	-------

Total Fees for Professional Services.....	\$	86.00
---	----	-------

Reimbursable Costs:

Westlaw Charges	\$	91.50
-----------------	----	-------

Postage	\$	5.50
---------	----	------

6/17/09 Courier Service 5/29/09	\$	18.05
---------------------------------	----	-------

Total Reimbursable Costs	\$	115.05
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Totals for This Matter

Fees for Professional Services .....	86.00
--------------------------------------	-------

Reimbursable Costs .....	115.05
--------------------------	--------

NET CURRENT BILLING FOR THIS MATTER .....	201.05
---	--------

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

July 20, 2009  
Invoice 310110  
Page 2

MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF July 20, 2009

CLIENT: 18852      BROWN COUNTY  
MATTER: 18852.95427      BROWN COUNTY SHERIFF TRANSPORT  
OFFICERS

BILLING HISTORY

Last Bill Date .....	6/24/09
Last Bill-Thru Date .....	5/31/09
Last Bill Amount .....	2,495.07
Last Payment Date .....	7/6/09
Last Payment Amount .....	973.52

ACCOUNTS RECEIVABLE

0-30 Days .....	2,495.07
Over 30 Days .....	0.00
Over 60 Days .....	0.00
Over 90 Days.....	0.00
Over 120 Days .....	86.00
TOTAL A/R.....	2,581.07

Total Fees Billed .....	25,933.50
Total Hours Billed .....	125.90
Total Time Value Billed .....	
Total Fees Collected .....	23,407.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

July 20, 2009  
Invoice 310110  
Page 3

INVOICE SUMMARY

Total Services: .....	\$86.00
Total Reimbursable Costs: .....	\$115.05
<b>TOTAL SERVICES AND DISBURSEMENTS: .....</b>	<b><u>\$201.05</u></b>

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

DEPARTMENT OF ADMINISTRATION

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

August 14, 2009

TO: Administration Committee Members

FROM: Lynn Vanden Langenberg  
Director of Administration

SUBJECT: Ordinance Amending County Code Section 3.14 "Budget Transfers"

With the implementation of our new County-wide financial system, the current procedure that departments must follow to make adjustments to their adopted budget will not change. However, if not updated at this time, the wording in County Code Section 3.14 "Budget Transfers" will become outdated since we have transitioned onto the new system as of August 1<sup>st</sup>.

Therefore, attached in ordinance form are the recommended updates to Section 3.14 "Budget Transfers" of the County Code. As you will see, the biggest modifications are the Category 1 budget classifications which changed with the County's new general ledger chart of accounts; as well as some of the procedural wording referencing the former administration's "Office of Management and Budget" and "Management Team". All other changes are strictly wording updates to match the verbiage used in the new financial system.

Departments will still be required to fill out the same request form which will route through the proper channels (Executive and County Board approvals) in accordance with the Code; and Administration will still maintain the same log of these requests just as before.

Please let me know if you have any questions or would like any other information regarding this recommended update to the Code. Thank you for your time and consideration of this matter.

August 14, 2009

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen.

**AN ORDINANCE TO REPEAL AND RE-CREATE**  
**SECTION 3.14 "BUDGET TRANSFERS" OF THE BROWN COUNTY CODE**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1: Section 3.14 of the Brown County Code entitled "Budget Transfers" is hereby re-created to read as follows:

3.14 BUDGET TRANSFERS. (1) Definitions: A budget transfer adjustment is any of the following changes to budgeted expenses:

**Category 1 Transfer Adjustments**

Reallocation from one ~~line item~~ account to another within the major budget categories classifications of:

- |  |  |
|--|--|
| a) <del>Salaries and Fringe Benefits</del>     | a) <u>Cost of sales</u>                          |
| b) <del>Operation and Maintenance</del>        | b) <u>Personnel services and fringe benefits</u> |
| c) <del>Travel, Conference, and Training</del> | c) <u>Employee costs</u>                         |
| d) <del>Insurance Premiums</del>               | d) <u>Operation and maintenance</u>              |
| e) <del>Utilities</del>                        | e) <u>Insurance costs</u>                        |
| f) <del>Contracted Services</del>              | f) <u>Utilities</u>                              |
| g) <del>Medical Expenses</del>                 | g) <u>Chargebacks</u>                            |
| h) <del>Employee Allowance Expense</del>       | h) <u>Contracted services</u>                    |
| i) <del>Judiciary Costs</del>                  | i) <u>Medical expenses</u>                       |
| j) <del>Other</del>                            | j) <u>Judiciary costs</u>                        |
|  | k) <u>Purchased services</u>                     |
|  | l) <u>Other</u>                                  |
|  | m) <u>Debt retirement</u>                        |
|  | n) <u>Depreciation</u>                           |
|  | o) <u>Outlay</u>                                 |

**Category 2 Transfer Adjustments**

- a) Any change in any item within the Outlay account which does not require the transfer reallocation of funds from another major budget category classification.
- b) Any change in any item within the Outlay account which requires the transfer reallocation of funds from any other major budget category classification, or the transfer reallocation of Outlay funds to another major budget category classification.

### Category 3 Transfer Adjustments

- a) Reallocation from one or more of the major budget ~~eategories- classifications~~ to another other than Category 2b) or 3b) ~~transfers adjustments~~.
- b) Reallocation of Salaries Personnel services and fringe benefits to another major budget ~~eategory- classification~~ except contracted services, or reallocation to Salaries- Personnel services and fringe benefits from another major budget ~~eategory classification~~ except contracted services.

### Category 4 Transfer Adjustments

Reallocation from one department to another (including any transfer reallocation from the Finance Department's contingency fund or the County's general fund), and

### Category 5 Transfer Adjustments

Any increase in expenditures with an offsetting increase in revenue.

(2) Policy: It shall be policy that budget transfer adjustments shall require approval at the following levels:

- a) Category 1 transfer adjustments may be made at the discretion of the department head.
- b) Category 2a) and Category 3a) transfer adjustments shall require approval of the County Executive.
- c) Category 2b) and 3b) transfer adjustments shall require approval of the County Board subsequent to review and approval of the County Executive.
- d) Category 4 and Category 5 transfer adjustments shall require approval of the County Board subsequent to review and approval of the County Executive.
- e) All budget transfer adjustment requests from the Brown County Library Board under Category 2 transfer adjustments and Category 3 transfer adjustments may be made at the discretion of the Brown County Library Board in compliance with Section 43.58 (1) of the Wisconsin Statutes.

It shall be policy that a budget transfer adjustment log be maintained in the ~~Office of Management and Budget~~ Department of Administration.

### (3) Procedure:

- a) Category 1 ~~transfer adjustments~~ shall be made at the discretion of the department head to assist with budget monitoring.
- b) Category 2a) and Category 3a) transfer adjustments shall be requested by the department head through the Office of Management and Budget Department of Administration. All such requests will be reviewed by the Director of Administration and then submitted to the County Executive for approval or denial. The Department of Administration will notify the department of the decision, placed on the next agenda of the Management Team for review and recommendation. The County Executive shall consider the recommendation of the Management Team and notify the Office of Management and Budget and the affected Department Head of approval or disapproval.

- c) ~~Category 2b), 3b), 4 and 5 transfer adjustments shall be requested by the department head through the Office of Management and Budget Department of Administration. All such requests will be reviewed by the Director of Administration and then submitted to the County Executive for approval or denial. The Department of Administration will notify the department of the decision and place the approved adjustment on the appropriate Board Committee agenda for action. All such requests shall be routed through the Management Team. The Management Team shall review and make a recommendation on all such requests. The County Executive shall consider the recommendation of the Management Team and notify the Office of Management and Budget and the affected Department Head of approval or disapproval. The Department Head will be responsible for placing approved transfers on the appropriate Board Committee agenda for action.~~
- d) ~~In the event of an emergency, which precludes compliance with this policy, department heads are expected to exercise their professional judgment.~~
- e) All budget transfer adjustment requests will be presented in writing via the Budget Adjustment Request form and logged in the format of the attached Budget Transfer Adjustment Log. This log will be provided to the County Board office on a monthly basis for inclusion in on the Administration Committee packets agenda.

**Section 2:** This ordinance shall become effective upon passage and publication.

Respectfully submitted,

ADMINISTRATION COMMITTEE

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

**Fiscal Impact:** There is no fiscal impact.